



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

POLICY MEMORANDUM
NUMBER 09-41

1 October 2009

PRIORITY OF USE FOR THE OKLAHOMA REGIONAL TRAINING INSTITUTE

1. Purpose. To prescribe policy for the priority of use for the Oklahoma Regional Training Institute (NGOK-RTI).
2. In accordance with NGR 210-50, Paragraph 2-3, The Adjutant General (NGOK-TAG) establishes policy for use of the NGOK-RTI facility. In the event the following does not determine a clear-cut case, TAG will be the final determining authority.
3. Priority of use shall be:
 - a. The Army School System (TASS) mission will take precedence over all training events for use of the NGOK-RTI facility. The only exception would be during state or federal emergencies. In the event that an Oklahoma National Guard (OKNG) entity should require the use of the NGOK-RTI facilities, non-OKNG users may be requested to accept other accommodations, or to arrange for an alternate location.
 - b. In the event of a state or federal emergency, the Deputy Chief of Staff of Operations (NGOK-OPS), in coordination with the State Resources Manager (NGOK-SRM), shall have right of first refusal for all areas of the facilities. Any user currently scheduled may be cancelled if the NGOK-OPS and NGOK-SRM determine a need for the facility. Non-OKNG users will be given the maximum time available prior to cancellation.
 - c. Other users will be allowed use of the facilities on a space-available basis. No legitimate user will be refused use. It is incumbent upon users to plan in advance for their use of the facility. Last minute or late notification may result in non-availability.
 - d. Only NGOK-RTI personnel are authorized to coordinate use of the facility for other non-OKNG users, including state or federal.

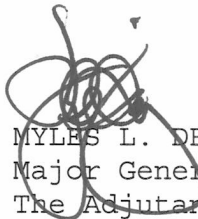
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e. Non-chargeable quarters are unavailable at the NGOK-RTI. A memorandum of understanding and agreement will be completed prior to the use of this facility for State Active Duty purposes. All Chargeable Transient Quarters (CTQ) fees will be paid by the responsible Command, through the appropriate program manager, to the Billeting Fund directly by check or through other means, such as the International Merchant Purchase Authorization Card (IMPAC). All non-military users and Soldiers not on published orders will pay the non-official user surcharge.

f. Effective upon publication of this policy, ALL non-OKNG users will pay for the use of the facility in accordance with established rates. Current rates are published on the NGOK-RTI website (<http://www.okrti.com>).

4. Policy Memorandum 07-23 dated 1 August 2007 is rescinded.

5. Point of contact is LTC James P. Gill at 405-475-1501 or email jim.gill@us.army.mil.



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Major General, OKARNG
The Adjutant General

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